

# Excerpts from “Developing a Workforce Plan: Setting the Foundation” Training Presentation Relevant to Step 1

---

## **Slide 1 – Why is Workforce Planning Important?**

Workforce Planning provides a strategic basis for making Human Resources decisions

Provides the process to plan for change instead of reacting to it

## **Slide 2 – Workforce Planning Pitfalls**

Plan not sponsored by Executive Staff

Workforce plan goals unrealistic

Plan is too complex

Failing to plan for changes

Failing to address recruitment

Failing to address competencies

Failing to provide development opportunities

## **Slide 3 – Workforce Planning Pitfalls (Continued)**

Only HR involved

Lack of ownership/accountability

Failing to prioritize

Failing to incorporate succession planning

No metrics for success

## **Slide 4 – Review Strategic Plan**

Align to department's goals and objectives

Break strategic plan down by division into simple objectives

## **Slide 6 – No Current Strategic Plan?**

Review previous strategic plan

Stakeholder survey

Environmental scan such as a [SWOT analysis](#)

Environmental Trend Report

Input from divisions

## **Slide 7 – Secure Executive Support**

Barriers to support

Cost context: Value of Workforce Planning in terms of budget and productivity

Statewide issue

Plan to use existing resources

## **Slide 8 – Steering Committee**

Workforce planning not solely HR function

Executive Sponsor is responsible for ownership and resources for success of workforce planning

Workforce Plan Project Manager is responsible for facilitation, coordination, and developing goals and strategies for workforce planning

Human Resources is responsible for providing information and partnership for workforce planning

Division/Program Managers are responsible for commitment and input on key positions in their division/program

## **Slide 9 – Important Contributors**

Frontline Supervisors are responsible for implementation and identifying skill and knowledge gaps

Employees provide their firsthand knowledge and feedback

Download a detailed list of the [Steering Committee and Important Contributors' Roles & Responsibilities](#)

## **Slide 10 – Securing Steering Committee Support**

Increase personal connection to process

Bring attention to risks associated with failure to plan

## **Slide 11 – Statewide Data**

US and California labor market trends

State government characteristics

Context for your department's workforce planning effort

## **Slide 12 – Recommended Sources of Statewide Data**

[Bureau of Labor Statistics](#)

[Employment Development Department](#)

[Census of State Government Employment](#)

[Bureau of State Audits' High Risk Reports](#)

[CalHR's State Employee Demographics](#)

[CalPERS' State Worker Retirements Data](#)